

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">-Reissue-</p>		広報番号： Announcement No.	SRFJPMC-179-15(R)
		募集締切日： Closing Date	22 Oct 15 1st Cut-off: 24 Sep 15 2nd Cut-off: 8 Oct 15
		発行日： Date of Issue	11 Sep 15
1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LD <u>3</u>) <div style="text-align: center;"> Production Control Specialist, #162 (生産管理専門職) Acceptable trainee level (採用可能見習い等級): 1-4 </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical </div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 24px;">2 名</div>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka, Waterfront Operations Department (C300), Repair Division (C330), Assistant Repair Office SURF/SUB (C331) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		*Those who previously applied for VA# SRFJPMC-179-15 need not reapply. 5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 月曜日 – 金曜日 Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period: : 08:00 – 16:45/12:00 – 12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <div style="text-align: center; font-size: 1.2em;">See the attached.</div>			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of Master's Degree in a related field may qualify him/her at 1-6 level. b. Knowledge of methods, procedures, and materials used for ship repair work to control assigned production operations. c. Skill in communicating effectively with ship's force, shop heads, planners, contractor representatives, etc. to maintain close coordination for accomplishing ship repair work on schedule. d. Skill in operating computer to prepare and maintain reports on progress of repair work. e. Ability to determine key points by applying production control skills i.e. job specifications, plans, shop workload, work schedules, etc. f. Ability to speak, read and write English at fluent proficiency level (LD-3). *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field may qualify him/her at 1-5 level. 1-4: a. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-year college/university in any field may qualify him/her at 1-4 level. *A handicapped applicant may be accepted, depending upon the degree and kind of disability			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 <div style="text-align: right; font-size: 0.8em;">Exceptional</div>			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

<p align="center">8.提出するもの Application and Associated Documents</p>		<p align="center">職務状況 Working Condition</p>												
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』</p> <p>If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)</p> <p>12cm x 23.5cm Envelope with Applicant’s Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>														
<p align="center">9. 応募書類提出先 Office to Submit</p>														
<p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.</p>														
<p>1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課 (HRO)) :</p> <p align="center">Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <table border="0"> <tr> <td>〒238-0001</td> <td>〒238-0001</td> </tr> <tr> <td>神奈川県横須賀市泊町 1 番地</td> <td>1 Banchi Tomari-cho, Yokosuka</td> </tr> <tr> <td>PSC 473 BOX 22 CNRJ HRO N132</td> <td>PSC 473 BOX 22 CNRJ HRO N132</td> </tr> <tr> <td>内線/Extension 243-8152</td> <td></td> </tr> </table> <p>米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。</p> <p>Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p>			〒238-0001	〒238-0001	神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka	PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132	内線/Extension 243-8152					
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<table border="0"> <tr> <td>2. 外部応募者（非従業員）提出先 :</td> <td>Off Base Applicants must submit to:</td> </tr> <tr> <td>〒238-0011</td> <td>〒238-0011</td> </tr> <tr> <td>神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階</td> <td>Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka</td> </tr> <tr> <td>(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)</td> <td>Yokosuka Branch of LMO/IAA</td> </tr> <tr> <td>管理第一係</td> <td>Management #1 Section</td> </tr> <tr> <td>電話番号 Phone 046-828-6959</td> <td></td> </tr> </table> <p>受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。</p> <p>Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.</p>			2. 外部応募者（非従業員）提出先 :	Off Base Applicants must submit to:	〒238-0011	〒238-0011	神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka	(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)	Yokosuka Branch of LMO/IAA	管理第一係	Management #1 Section	電話番号 Phone 046-828-6959	
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電話番号 Phone 046-828-6959														
<p align="center">10. 事務処理欄 For Official Use</p>														
<p>募集部隊担当 Activity POC : SRFJPMC MLC Manpower Division (C1160)</p>		<p>軍電 (DSN) 243-4552</p>												
<p>PD No.: SRFJPMC-331-002</p>	<p>PD is accurate and current. Certified by Activity: tm</p>	<p>HRO: (rcvd: 7/21) as 7/24 ms 7/24 (9/9) hh 9/10</p>												

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません。Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

TASK LIST:

1. Responsible for overall production control duties for the assigned Area of Responsibility (AOR) or the zone for all the ship availability work and special projects. Assigned an AOR or a designated zone within which he/she analyzes job orders and determines the scope of work required. Independently determines risk and coordinates with Ship's Force, Ship Supts, and Shops to develop mitigation plans.
 2. Determines key points of work by referring to job specifications, plans, shop workload, work schedules, etc. Leads and/or participates in job summary scoping meetings to determine proper sequencing, manning, and scheduling of work. Coordinates with other Ship Supts/Zone Managers, Shops, and Schedulers to build an integrated schedule.
 3. Maintains close coordination with the personnel concerned (such as Ship's Force, Shop Heads, and planners, other Department personnel and contractor representatives) over all the various matters (e.g., timely deliver of material, equipment, blueprints, specifications, etc.) in order to accomplish all required work on schedule. Determines impact to schedules due to delays or new/growth work and works with Assistant Project Superintendent (APS), Ship Supts/Zone Managers, Shops, and Schedulers to adjust the Project Schedule.
 4. Inspects and follows up jobs to know status of the physical progress of work aboard ships and in the shop. Responsible to ensure progress of work is accurately and timely reported by Shop supervisors.
 5. Discusses the status of pending or incomplete work, if any, with Shop supervisors concerned, Planning and Engineering, and with Ship's representatives to determine proper course of actions prior to the designated completion date.
 6. Assists in identifying and resolving Safety issues.
- Performs other or related duties as assigned.